

Jilbup School Board
Term Planner

Term 1	
Agenda Topics	Board Activity
Setting the Scene	<ul style="list-style-type: none"> • Annual goals • Focus areas for the coming year • Review policies
Code of Conduct:	<ul style="list-style-type: none"> • Review Code of Conduct
Delivery Agreement:	<ul style="list-style-type: none"> • Note the Statement of Expectation (to be signed by the Chair) • Note the school's annual Funding Agreement – Schedules A&B (to be signed by the Chair)
Training for Members	<ul style="list-style-type: none"> • Schedule of training for new members
Review of Board Structure	<ul style="list-style-type: none"> • Review position of chair • Membership categories • Induction processes Succession planning • Community membership • Co-opted members • Review the Terms of Reference • Clarification of roles and responsibilities
School Business Plan	<ul style="list-style-type: none"> • Updates on strategic directions
Financial Report	<ul style="list-style-type: none"> • Noting of school's one-budget • Review allocation of resources to meet the Business Plan
Annual Report	<ul style="list-style-type: none"> • Collaborative planning for the Annual Report
Board Self-reflection	<ul style="list-style-type: none"> • Summary of previous years activities, successes, and reflection
Board and Community	<ul style="list-style-type: none"> • Discuss updates on communications, opportunities to promote the school

Term 2	
Agenda Topics	Board Activity
School Data	<ul style="list-style-type: none"> • Student Characteristics • NAPLAN • Whole school data
Code of Conduct:	<ul style="list-style-type: none"> • Review Code of Conduct
School Business Plan	<ul style="list-style-type: none"> • Overview on progress towards targets • Review and monitor school objectives, priorities and policy direction
Communication Strategy	<ul style="list-style-type: none"> • Discuss and develop opportunities for the Board to promote the school.
Sponsorship Policy	<ul style="list-style-type: none"> • Review offers of Sponsorship
Annual Report	<ul style="list-style-type: none"> • Review and discuss Annual Report
General Business	

Term 3	
Agenda Topics	Board Activity
Financial Approval	<ul style="list-style-type: none"> • Approving fees, charges and voluntary contributions
Strategic Planning	<ul style="list-style-type: none"> • Discus planning for following year
Public School Review	<ul style="list-style-type: none"> • Planning for engagement of Board members in the Review
Data Analysis	<ul style="list-style-type: none"> • Triangulating data against targets/milestones of the school plan
General Business	

Term 4	
Agenda Topics	Board Activity
Financial Report	<ul style="list-style-type: none"> • End of year summary of school budget
School Self-assessment Schedule	<ul style="list-style-type: none"> • Update on school self-assessment processes
Election of Members	<ul style="list-style-type: none"> • Elect Board chair • Elect vacant positions • Discuss nominations for community member positions •
Board Chair Report	<ul style="list-style-type: none"> • Summary of Board's achievements and decisions throughout the year
Principal Report	<ul style="list-style-type: none"> • Presentation of School's highlights and Achievements
Review of Strategic Plan	<ul style="list-style-type: none"> • Review of year and recommendations for following year